

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8913200

Highway Safety Program Representative, Grade 21

Brief Description of Class

Highway Safety Program Representatives conduct on-site consultations and act as representatives of the Department of Motor Vehicles with State and local government officials, community groups, and safety businesses. They provide guidance in developing and explaining highway safety programs and projects as well as ensuring compliance with highway safety grant-in-aid requirements. Incumbents research and design delivery and monitoring processes for alternatives that improve or expand customer service, efficiency and effectiveness; assess the operations of comparable driver safety programs and businesses in other states; and prepare recommendations to implement and safeguard new program initiatives.

Distinguishing Characteristics

Highway Safety Program Representative: full performance level; non-supervisory; exercises a high degree of autonomy and discretion in carrying out duties within an assigned county; interacts daily with the Department of Motor Vehicles and Local Traffic Safety Boards and government agencies throughout the State on matters relating to the development and implementation of local highway safety programs and projects.

Related Classes

Highway Safety Program Analysts are central office positions responsible for the planning, administration, monitoring and evaluation of specialty highway safety education and rehabilitation programs of a Statewide nature.

Illustrative Duties

Under the general direction of a Motor Vehicle Program Manager 1 or a Highway Safety Program Analyst 2, confers with local government officials concerning the development of local programs funded under the State's Strategic Plan for Highway Safety.

- Delivers seminars to regulated businesses to explain new program requirements and answers technical questions regarding the programs.
- Conducts focus groups to determine business need and drafts RFP's for curriculum development.
- Participates on system development teams to ensure that all business rules are properly incorporated into the automated delivery and monitoring processes; serves as technical liaison with the Office of Information Technology Services to ensure database accuracy; and maintains system documentation.
- Acts as liaison with regulated businesses, such as NYS school bus carriers, driving schools, alcohol education and rehabilitation services, and their associations and organizations, to develop and explain highway safety programs and requirements.
- Researches and assesses the operations of comparable programs in other states to ascertain the availability of improved technology to enhance motorist identification and prevent program fraud and malfeasance; and makes recommendations to management.
- Meets with interested parties to promote the formation of Local Traffic Safety Boards as a prerequisite for federal funding.
- Speaks before citizen groups to provide information on the State's Strategic Highway Safety Program and responds to questions concerning grant-in-aid funding for highway safety projects.
- Attends meetings of Local Traffic Safety Boards to explain the operation of grant-in-aid programs.
- Consults with Chairpersons or Executive Secretaries of Local Traffic Safety Boards regarding the status of local programs, project applications or the development of local comprehensive plans within an assigned region.
- Advises Local Traffic Safety Boards and local agencies (i.e. police, highway, schools) on how to address specific highway safety problems through grant-in-aid funding; assists in applying available data systems to identify specific problems such as pinpointing probable crash causes; discusses the specific nature, scope, objectives, and requirements of proposed projects.

- Conducts on-site visits with designated agency heads and project directors to resolve questions relative to applications filed with the Governor's Traffic Safety Committee.
- Conducts on-site monitoring of projects funded under the Federal Highway Safety Act.
- Makes recommendations to the local project directors concerning technical aspects of a grant that require clarification; applies validated criteria, standards, policies and evaluation results to resolve problems.
- Advises the Local Traffic Safety Board Chairperson as to the status of applications under review and the probability of approval; assists in project coordination and presentation techniques.
- Meets with project directors prior to project implementation to explain administrative record keeping and reporting procedures and requirements.
- Discusses any deficiencies, suggested changes or problems with upper level local management to develop approaches for implementing changes in policies, programs, funding strategies, staffing and operations of local projects.
- Based upon findings, may make recommendations to withdraw Federal funding and to terminate the projects.

Minimum Qualifications

Promotion: One year of permanent competitive service as a Highway Safety Program Analyst 1.

Open Competitive: Seven years of full-time, paid experience in the planning, research, development, operation and/or analysis of highway safety programs.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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